

SITE PLAN REVIEW REGULATIONS
TOWN OF NEW LONDON, NEW HAMPSHIRE



Adopted by the Planning Board
March 19, 1987
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TABLE OF CONTENTS

<u>ARTICLE I AUTHORITY, SCOPE & PURPOSE</u>	<u>1</u>
A. AUTHORITY.....	1
B. SCOPE.....	1
C. PURPOSE.....	1
D. TYPES OF DEVELOPMENT REQUIRING SITE PLAN REVIEW:	2
<u>ARTICLE II DEFINITIONS</u>	<u>3</u>
<u>ARTICLE III SITE PLAN REVIEW - HOME BUSINESS</u>	<u>5</u>
A. APPLICATION FORM AND HOME BUSINESS CHECKLIST OF APPLICATION REQUIREMENTS	5
B. LETTER OF AUTHORIZATION:.....	5
C. ABUTTERS LIST	5
D. FEE	5
E. WAIVERS	5
F. EXECUTIVE SUMMARY.....	5
G. SITE PLAN REQUIREMENTS	5
H. STATE PERMITS	6
I. DEPARTMENT REVIEW	6
J. ADDITIONAL INFORMATION.....	6
<u>ARTICLE IV PROCEDURE FOR SITE PLAN REVIEW – MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES</u>	<u>7</u>
A. GENERAL.....	7
B. PHASE I: NON-BINDING CONSULTATION AND CONCEPTUAL SITE PLAN REVIEW	7
C. PHASE II: PRELIMINARY SITE PLAN REVIEW	7
D. PHASE III: FINAL SITE PLAN REVIEW	8
E. FILING OF APPLICATION.....	8
F. TOWN DEPARTMENTS & AGENCIES REVIEW & MEETING.....	8
G. NOTICE OF APPLICATION	9
H. FEES	9
I. SUBMISSION AND DETERMINATION OF A COMPLETE APPLICATION.....	9
J. PUBLIC HEARING ON THE APPLICATION	10
K. NOTICE OF DECISIONS.....	10
L. COMPLIANCE HEARINGS	11
M. DISTRIBUTION OF FINAL APPROVED PLANS	11
<u>ARTICLE V APPLICATION SUBMITTAL REQUIREMENTS – MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES</u>	<u>12</u>
A. CONCEPT SITE PLAN REVIEW	12
B. PRELIMINARY SITE PLAN REVIEW APPLICATION	12
C. FINAL SITE PLAN REVIEW APPLICATION.....	15
<u>ARTICLE VI STANDARDS AND REQUIREMENTS FOR PROPOSED DEVELOPMENTS</u>	<u>19</u>
A. ZONING AND OTHER REQUIREMENTS	19
B. SITE CHARACTERISTICS	19
C. LANDSCAPED OPEN SPACE	19
D. MULTI-FAMILY STRUCTURES, RECREATIONAL AREAS.....	21
E. SOLID WASTE COLLECTION & STORAGE AREAS.....	21
F. PARKING, LOADING, AND SAFETY	21
G. WATER DRAINAGE.....	22

H.	OUTDOOR LIGHTING	22
I.	SIGNS.....	25
J.	SNOW REMOVAL AND STORAGE.....	25
K.	SAFETY STANDARDS REGARDING POTENTIAL SNOW HAZARDS.....	27
L.	CONSIDERATION FOR ADJACENT LAND.....	27
M.	HARMONIOUS DEVELOPMENT	27
N.	NATURAL RESOURCES	27
O.	UNDESIRABLE FEATURES.....	27
P.	SEDIMENT & EROSION CONTROL	27
Q.	FIRE PROTECTION	28
R.	NOISE	28
S.	SCREENING HEAVY VEHICLES AND EQUIPMENT.....	28
T.	OUTSIDE DISPLAY OR STORAGE OF MERCHANDISE AND MATERIALS USED IN THE BUSINESS.....	28
<u>ARTICLE VII POST-APPROVAL REQUIREMENTS – MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES</u>		<u>29</u>
A.	SECURITY	29
B.	INSPECTIONS	29
C.	PERIOD TO COMPLETE SITE IMPROVEMENTS.....	29
D.	ADHERENCE TO APPROVED SITE PLAN.....	30
E.	OCCUPANCY PERMIT	30
H.	FOUR YEAR EXEMPTION	31
<u>ARTICLE VIII GENERAL & ADMINISTRATIVE</u>		<u>32</u>
A.	COMPLIANCE WITH OTHER REGULATIONS	32
B.	PROCEDURE WHEN SPECIAL EXCEPTION OR VARIANCE APPROVAL BY THE ZONING BOARD OF ADJUSTMENT IS REQUIRED	32
C.	PROCEDURE WHEN SUBDIVISION APPROVAL IS REQUIRED	32
D.	PROFESSIONAL REVIEW(S).....	32
E.	INTERPRETATION	32
F.	VALIDITY OF OVERLAPPING REGULATIONS	32
G.	SEPARABILITY	33
H.	AMENDMENTS	33
I.	WAIVER OF REQUIREMENTS	33
J.	APPEALS.....	33
K.	ENFORCEMENT	33
<u>ARTICLE IX PLANNING BOARD ADOPTION</u>		<u>34</u>
<u>ARTICLE X CERTIFICATION & FILING WITH THE TOWN CLERK</u>		<u>34</u>
<u>APPENDIX A: OFF-STREET PARKING REGULATIONS</u>		
<u>ERROR! BOOKMARK NOT DEFINED.</u>		
<u>APPENDIX B: TYPICAL PARKING & LANDSCAPING LAYOUTS</u>		
<u>ERROR! BOOKMARK NOT DEFINED.</u>		
<u>APPENDIX C: APPLICATION FOR SITE PLAN REVIEW - HOME BUSINESS</u>		<u>41</u>
<u>APPENDIX D: HOME BUSINESS CHECKLIST</u>		<u>43</u>
<u>APPENDIX E: APPLICATION FOR SITE PLAN REVIEW FOR MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES</u>		<u>45</u>

<u>APPENDIX F: MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES PRELIMINARY SITE PLAN REVIEW CHECKLIST</u>	<u>48</u>
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<u>APPLICATION G: FINAL SITE PLAN REVIEW CHECKLIST</u>	<u>50</u>
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<u>APPENDIX H: SUGGESTED FORM OF ACCEPTABLE IRREVOCABLE LETTER OF CREDIT</u>	<u>52</u>
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AMENDMENT OF MARCH 3, 2015:

- ✓ Article I, D. Types of Development Requiring Site Plan Review, amend D. 4.
- ✓ Appendix I, Fast Track Application, deleted.

AMENDMENT OF DECEMBER 2015

- ✓ APPENDIX A- PARKING REGULATIONS

ARTICLE I
AUTHORITY, SCOPE & PURPOSE

- A. Authority: The New London Planning Board hereby adopts these Site Plan Regulations in accordance with the provisions of Chapter 674 New Hampshire Revised Statutes Annotated 1955 as amended and pursuant to authorization from the Town of New London by Town Meeting action on 8 March 1966.
- B. Scope: : These Site Plan Review Regulations authorize the New London Planning Board to review, and approve or disapprove, site plans for the Development of tracts for nonresidential Uses and for Multi-Family Dwelling Units which are defined as any Structures containing more than two (2) Dwelling Units, whether or not such Development includes a Subdivision or re-Subdivision of the site. One-Family and Two-Family Dwellings are specifically excluded from the application of these Regulations.
- C. Purpose: The purposes of these Regulations are as follows:
1. To protect the safety and welfare of the community through a review and analysis of the location on the site of Buildings, roads, and sidewalks and of the interaction of the site with neighboring Lots, town rights-of-way, and sidewalks;
 2. To provide for the safe and attractive Development of the site and to guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of:
 - a. Inadequate drainage or conditions conducive to increased Flooding of the property or that of another;
 - b. Inadequate protection for the quality of groundwater;
 - c. Undesirable and preventable elements of pollution such as septic effluent, noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, Structures, or adjacent properties;
 - d. Inadequate provision for fire safety, prevention, and control;
 3. To require the proper arrangement and coordination of Streets within the site in relation to other existing or planned Streets;
 4. To provide for the harmonious and aesthetically pleasing Development of the municipality and its environs and to preserve the Town's rural charm;
 5. To provide for Open Space and green spaces of adequate proportions;
 6. To require suitably located Streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to Buildings, and be coordinated so as to compose a convenient system;
 7. To require that the land indicated on plans submitted to the Planning Board shall be of such character that it can be Used for Building purposes without danger to health.

- D. Types of Development Requiring Site Plan Review: The owner or designee shall meet with the Zoning Administrator or other designee of the Planning Board to review any proposed change of Use or occupancy of non-residential property or any change of Use of Multi-Family Residential property. Based on that review, the owner/designee will be given guidance as to whether it is advisable that he/she meet with the department heads and/or the Planning Board to discuss the proposal in further detail.
The following types of Development, Use or change of Use of a site require Site Plan Review approval from the Planning Board: *(item 4 amended March 2015)*
1. For Multi-Family Dwellings and non-residential Use, all new principal Buildings, Accessory Buildings and additions;
 2. Home businesses (See ARTICLE III of these regulations for submittal requirements and ARTICLE II, Paragraph 15, b., 2) of the Zoning Ordinance for the provisions pertaining to a Home Business).
 3. A change in Use or layout of Multi-Family Dwellings, including changes to the exterior site layout and/or changes to the interior floor plan layout; and
 4. A change in Use or layout of non-residential property or Building(s) including changes to the exterior site layout and/or changes to the interior floor plan layout, except Site Plan Review will not be required if:
 - a) a change of Use and/or changes to the interior floor plan layout occur in a single-leasable space of less than 1,000 square feet; and
 - b) the owner of the property obtains written approval of the Fire Chief as to the adherence of the space to all state and local fire and safety regulations; and
 - c) no additional off-street parking would be required in accordance with the standards set forth in the Site Plan Review Regulations.

ARTICLE II
DEFINITIONS

For the purposes of these Site Plan Review Regulations, the meaning of terms or words used herein shall conform to the definitions found in the New London Zoning Ordinance or Subdivision Regulations, with the provision that if there is a contradiction in meaning, the more stringent of the two shall apply. The word shall mean the New London Planning Board.

- A. Direct Light: Light emitted directly from the Lamp, off the reflector or reflector diffuser, or through the refractor or diffuser lens, of a Luminaire.
- B. Disability Glare: The effect of stray light in the eye whereby visibility and visual performance are reduced. A direct Glare source that produces discomfort may also produce Disability Glare by introducing a measurable amount of stray light in the eye.
- C. Floodlight: A light fixture designed to light a source or object to a luminance greater than its surroundings.
- D. Foot-candle: A measure of light falling on a surface. One foot-candle is equal to the amount of light generated by one candle shining on a square foot surface one foot away. Foot-candles can be measured both horizontally and vertically by a foot-candle or light meter.
- E. Fully Shielded: A Fully Shielded Luminaire is a Luminaire constructed or shielded in such a manner that all the light emitted by the Luminaire, either directly from the Lamp or indirectly from the Luminaire, is projected below an angle of 20 degrees below the horizon plane through the Luminaire's lowest light emitting part as certified by the manufacturer or determined by photometric test.
- F. Glare: The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted, to cause annoyance, discomfort, or loss of visual performance or visibility.
- G. Illuminance: The amount of light falling on the surface expressed in lux (lx) or foot-candles (fc).
- H. Illumination: The act of illuminating or state of becoming illuminated
- I. Lamp: An outer glass envelope and metal base enclosing a filament or arctube and electrodes.
- J. Landscaped Open Space: That portion of the Lot which is landscaped and not covered by impervious surfaces such as Buildings, paving, walkways, and driveways. Landscaping shall consist of any of the following or combination thereof: material such as, but not limited to, grass, Ground Covers, Shrubs, vines, annuals, perennials, hedges or Trees; and non-living durable material commonly used in landscaping, such as, but not limited to, rocks, pebbles, sand, walls, fences, but excluding paving and artificial plant materials. Indigenous plant materials are encouraged to be used. Retaining existing natural plant materials on the site is strongly encouraged rather than replanting with new materials.
- K. Light Trespass: The shining of light produced by a Luminaire beyond the boundaries of the property on which it is located.

- L. Lumen: A measure of light energy generated by a light source. One foot-candle is one lumen per square foot.
- M. Luminaire: A complete lighting unit consisting of a Lamp(s) and ballasting (when applicable) together with the parts designed to distribute the light, to position and protect the Lamps, and to connect the Lamps to the power supply.
- N. Obtrusive Light: Unwanted light, which, because of quantitative, directional, or spectral attributes in a given context, gives rise to annoyance, discomfort, distraction, or a reduction in the ability to see essential information.
- O. Outdoor Lighting: Outdoor Lighting includes all outdoor lights used for, but is not limited to, the following Uses:
1. Parking lot lighting;
 2. Roadway lighting;
 3. Building & Structures lighting;
 4. Recreational areas lighting;
 5. Landscape lighting;
 6. Sign lighting; and
 7. Canopy lighting;
- P. Spot Light: Any light fixture or Lamp that incorporates a reflector or refractor to concentrate the light output into a directed beam in a particular direction.
- Q. Town Planner: A person who assists the Planning Board in carrying out its statutory responsibility to plan for the growth and Development of the community. In the absence or unavailability of the Town Planner, the Planning Board shall designate at its discretion another person to carry out the functions and responsibilities of the Town Planner.
- R. Uniformity Ratio: The ratio of average illumination to minimum illumination.

ARTICLE III
SITE PLAN REVIEW – HOME BUSINESS

An application for a Site Plan Review for a Home Business shall consist of the following materials:

- A. Application Form and Home Business Checklist of Application Requirements: An application form completed and signed by the landowner or the landowner's authorized agent (refer to Appendix C) and the HOME BUSINESS CHECKLIST of APPLICATION REQUIREMENTS (refer to Appendix D);
- B. Letter of Authorization: A letter of authorization from the landowner for any agent to represent or sign for the landowner;
- C. Abutters List: A list of Abutters located within two hundred (200) feet from the property line; any professionals assisting with preparing the application or the plans; the holders of any conservation, preservation or agricultural preservation restrictions; the landowner(s); and the applicant(s);
- D. Fee: Payment of the application fee based on the current Planning Board fee schedule;
- E. Waivers: Written requests for any waivers;
- F. Executive Summary: An Executive Summary of the proposed home business which provides:
 - 1. A description of the proposed business;
 - 2. The area (sq. ft.) within the Structures allocated to the proposed businesses and the percentage this area represents of the total finished floor area of the Dwelling Unit;
 - 3. The days and hours of operation;
 - 4. The number of non-resident employees or subcontractors who Use the site of the home business as their base of operations;
 - 5. The extent of normal customer/business traffic including truck deliveries;
 - 6. Any unusual demand for a particular utility service;
 - 7. The provisions of fire protection; and
 - 8. Any other descriptive information on the proposed home business which will be helpful to the Planning Board in evaluating and impacts of the proposed site Development.
- G. Site Plan Requirements: A Site Plan drawn to the scale of 1" = 20' to include:
 - 1. Site location map which shall show the proposed Development in relation to major roads in the vicinity of the site;

Town of New London
Site Plan Review Regulations
As Amended December 1, 2015

2. A site plan of the property showing the boundary lines and approximate size of the area included in the site;
 3. Name and address(es) of owner(s) of record, and the applicant(s), if different from owner(s);
 4. North point, graphic scale, date of preparation, dates of revisions, and name of person preparing the site plan;
 5. Zone District(s);
 6. The location and dimensions of existing and proposed Structures, parking areas, driveways, and Landscaped Open Space areas on the property;
 7. The location of Water Precinct water line and the private water service line serving the property or the location of the on-site well;
 8. The location of the Town sewer line and private sewer service line serving the property or the location of all components of the on-site septic system;
 9. The location of all existing and proposed on-site parking;
 10. Any plans for screening any site features;
 11. Any plans for adding Landscaped Open Space;
 12. For any proposed or existing Outdoor Lighting, identify the location of the fixture, type of fixture, and type & wattage of the Luminaire;13. Location and elevation showing the dimension of any proposed Sign.
- H. State Permits: Any and all necessary State permits approved by the appropriate agency for new or proposed access drives, sewage disposal systems, storm drainage systems, Wetlands impacts, etc. shall be submitted.
- I. Department Review: The applicant shall submit a copy of the application and related materials to both the Fire Chief and the Public Works Director at the same time as filing the application with the Planning Board by dropping off or mailing copies to the Town Offices to place in the department mail boxes. Written comments from the Fire Chief and Public Works Director must be provided to the Planning Board before or at its meeting to review the home business application. When applicable, as guided by the Town Planner or other designee of the Planning Board, comments may also required from the Police Chief, Conservation Commission, Health Officer, Zoning Administrator, Chair of the New London-Springfield Water System Precinct, and/or a representative of the New Hampshire Department of Transportation;
- J. Additional Information: The Planning Board may require such additional information as it deems necessary in order to evaluate the proposal in relation to the purposes and scope of these regulations.

ARTICLE IV
PROCEDURE FOR SITE PLAN REVIEW
MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES

- A. General: There are three phases in the site plan review process: non-binding consultation and conceptual review (Phase I), preliminary review (Phase II) and final application (Phase III). Phase I, which involves a discussion of the proposed concept only in general terms, is optional and does not require a public hearing. Phase II involves a more detailed discussion and review of the site plan proposed. This phase is required of the applicant except for a Site Plan Review for a Home Business and a public hearing is required by state law. Both Phases I and II are intended to help the applicant by providing the applicant with guidance and feedback prior to submission of the final application, thereby helping to avoid the costs associated with major alterations of the final drawings.

The last phase is submission and review of the final application (Phase III). This phase is required for all Developments subject to site plan review and a public hearing is required. Once an application has been accepted as complete by the Planning Board, the Planning Board must approve, approve with conditions or disapprove the final application within (65) days unless an extension has been granted pursuant to Section J. below.

The following sections describe New London's review process in more detail.

- B. Phase I: Non-binding Consultation and Conceptual Site Plan Review: The landowner, or the landowner's authorized representative, is encouraged to meet with the Town Planner or other designee of the Planning Board for guidance on the site plan review process and scheduling meetings with the Planning Board and may request to be on the agenda of a formal meeting of the Planning Board for discussion of a proposed concept site plan. The discussion is to be limited to reviewing the concept site plan in general terms and for a review of applicable Site Plan Review Regulations, application forms, necessary supporting maps, and documents. There is no application fee. Abutters are not notified in this step in the process although the Planning Board strongly encourages applicants to communicate with abutters prior to any meeting with the Planning Board. This consultation and review is not binding in any way on either the applicant or the Planning Board. Consultation with the Town Planner or other designee of the Planning Board may provide the applicant with enough information to omit this step at the applicant's discretion and own risk.
- C. Phase II: Preliminary Site Plan Review: If Site Plan Review is required by ARTICLE I, D. except for a Site Plan Review for a Home Business, then the landowner, or the landowner's authorized representative, shall apply to the Planning Board for a Preliminary Site Plan Review of a site Plan and submit the information outlined in ARTICLE V, B., unless waived by the Planning Board.

The preliminary review shall be conducted only at formal meetings of the Planning Board and only after public notice is given as provided below. The Planning Board may review the proposal in detail and receive testimony in person or in writing from any applicant, any abutter, or any other person as permitted by the Planning Board. The Planning Board shall give a formal response to the applicant with respect to the proposal as a whole, or any portion of the proposal, by informing the applicant of approval, disapproval or any conditions of approval which will be required as reflected in the Minutes of Record. The review shall bind neither the applicant nor the Planning Board. A public hearing on a preliminary site plan review application may be adjourned

to continue on a specific date, time and place with no further notice of the reconvened meeting required.

If the plan, as submitted, is not approved, the Planning Board may recommend further study of the site plan and resubmission of the preliminary site plan to the Planning Board after it has been revised or redesigned.

The Planning Board can discuss whether it anticipates needing professional review(s) of the final application by a consultant(s) of the Planning Board's choice.

- D. Phase III: Final Site Plan Review: The landowner, or the landowner's authorized representative, proposing a Development requiring a site plan review as specified in ARTICLE I, D. shall apply to the Planning Board for a Final Site Plan Review and submit the information outlined in ARTICLE V, C. This shall include the designated Application Form and payment of the required fees. The landowner is encouraged to meet with the Town Planner or other designee of the Planning Board in advance for guidance on the process, application materials and to schedule meetings with the Planning Board for a Final Site Plan Review.
- E. Filing of Application: The applicant shall contact the Town Planner or other designee of the Planning Board to schedule the meeting of the Planning Board at which the application will be submitted. The applicant shall file the application with the Planning Board by delivering the application and related materials to the Town Offices at least fifteen (15) days prior to the Planning Board meeting date. Applications filed after this deadline will be scheduled for a subsequent Planning Board meeting. The application shall include the information required by ARTICLE V, C. Any material changes to the application after filing the application will be considered a new application and the process will need to start over.

The Town Planner or other designee of the Planning Board shall give the applicant a receipt for the application fees.

- F. Town Departments & Agencies Review & Meeting:
 - 1. Distribution of Plans for Review: The applicant shall deliver a copy of the Preliminary or Final Site Plan Review application and related materials to each of the applicable departments and outside agencies outlined below at least fifteen (15) days prior to the scheduled Planning Board meeting when the project will be reviewed. The applicant shall contact the Town Planner or other designee of the Planning Board for guidance on which departments and outside agencies are applicable to a particular application. Applications distributed for review after this deadline will be scheduled for a subsequent Planning Board meeting. Any material changes to the application after distributing the application will be considered a new application and the process will need to start over.
 - a. Police Department;
 - b. Fire Department;
 - c. Public Works Department;
 - d. Conservation Commission;
 - e. Health Officer;
 - f. Town Administrator;
 - g. New London/Springfield Water Precinct;

- h. Zoning Administrator;
 - i. NH Department of Transportation; and
 - j. Town Planner or other designee of the Planning Board.
 2. Meeting to Review Projects: During the afternoon of the scheduled Planning Board meeting when the project will be reviewed, the applicant may be required to meet with the Town Departments and agencies to discuss their proposal as guided by the Town Planner or other designee of the Planning Board. The purpose of this meeting is for the departments and agencies to provide the applicant and the Planning Board with its review comments on the application. Only the distributed application and related materials will be reviewed at this meeting. Any material changes to the application after distributing the application will be considered a new application and the process will need to start over.
- G. Notice of Application:
 1. Certified Mail: The Secretary of the Planning Board shall notify the abutters; any professionals assisting with preparing the application such as engineers, architects, land surveyors, or soils scientists; holders of any conservation, preservation, or agricultural preservation restrictions; and the applicant by certified mail of the date, time and place the completed application will be formally submitted to the Planning Board. The notice shall identify the applicant, include a general description of the proposed application and identify the general location. Such notice shall be mailed at least ten (10) days (not including the day of the mailing or the day of the hearing) prior to such formal submission. The Planning Board may also give notice by regular mail to other landowners in the vicinity of the tract. The Planning Board may give notice for determination of the completeness of the application and notice of the public hearing on the merits of the application in the same notice. If the notices are not combined, after determining the application to be complete, the Planning Board shall give ten (10) days (not counting the day the notice is mailed or the day of the hearing) of notice for the public hearing to discuss the merits of the application.
 2. Posting the Notice: At the same time the notice is mailed to the applicant and abutters, such notice shall also be given to the general public by posting a copy of the notice in two public places in the Town. The notice shall include: the date, time and place of the public hearing, a general description of the proposal, the applicant, and the general location of the property.
- H. Fees: All costs of such notice shall be paid in advance by the applicant. The application will not be accepted for review until the fees set forth in the Planning Board's current fee schedule are paid.
- I. Submission and Determination of a Complete Application: The Planning Board shall, at the next regular meeting or within thirty (30) days following delivery of the application, determine whether the application is complete. The Planning Board shall determine whether the application is complete at a noticed public hearing providing the minimum (10) days of notice (not including the day the notice is mailed or the day of the hearing) to the abutters and the public. If the application is complete and all costs of notice of the application have been paid, then the Planning Board shall make a motion to be recorded in its minutes formally accepting the application as complete.

If the application is deemed to be incomplete, the Planning Board shall notify the applicant by providing him/her with a written issuance of decision outlining the required items not included in the application.

- J. Public Hearing on the Application: Only after the Planning Board determines the application is complete will the legal time limits be in effect. The Planning Board will conduct a public hearing with a minimum of (10) days of public notice (not including the day the notice is mailed or the day of the hearing) on the application to determine whether the proposal conforms with the requirements of these Site Plan Review Regulations as well as the other town ordinances and regulations. The Planning Board may include notice of the public hearing with the public notice for consideration of acceptance of the application, or a separate notice must be given if it was not included in the first notice for acceptance. At the public hearing, the applicant, an Abutter or any person with a demonstrable interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Planning Board at each hearing. Continued or adjourned public hearings may be held at the discretion of the Planning Board.

The Planning Board shall act to approve, conditionally approve, or disapprove the application within sixty-five (65) days after being deemed complete subject to an extension or waiver. The applicant may waive the requirement for planning action within the specified times periods and consent to an extension as may be mutually agreeable. The Planning Board may apply to the Board of Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve, conditionally approve or disapprove the application.

Upon failure of the Planning Board to approve or disapprove the application within the foregoing time periods, the applicant may obtain from the Board of Selectmen an order directing the Planning Board to act within thirty (30) days. If the Planning Board does not act on the application within the thirty (30) day time period, then within forty (40) days of the issuance of the order, the Board of Selectmen shall certify on the applicant's application that the site plan is approved unless within those 40 days the Board of Selectmen have identified in writing some specific Subdivision regulation or zoning or other ordinance provision with which the application does not comply. Such a certification shall constitute final approval. Failure of the Board of Selectmen to issue an order to the Planning Board as provided above or to certify approval of the Site Plan upon the Planning Board's failure to comply with the order, shall constitute grounds for the Superior Court, upon petition of the applicant, to issue an order approving the application, if the Court determines that the proposal complies with existing site plan review and Subdivision regulations and zoning and other ordinances. If the Court determines that the failure to act within the time specified was the fault of the Planning Board and was not justified, the Court may order the Planning Board to pay the applicant's reasonable costs, including attorney's fees, incurred in securing the order. (Please refer to RSA 676:4)

- K. Notice of Decisions: The Planning Board shall make a final decision on all applications for Site Plan Review to approve, approve with conditions or disapprove. If the application is approved with conditions, the Planning Board shall identify any and all conditions which have been required by the Planning Board as a part of the decision. If the application is denied, the Planning Board shall state the reasons for denial. The decision of the Planning Board as recorded in the minutes of the Planning Board shall be mailed to the applicant and be available at the Board of Selectmen's Office for public inspection within 72 hours after the decision is made. Minutes of the Planning Board meeting shall be a sufficient record of the Planning Board's decision.

- L. Compliance Hearings: In cases where the Planning Board has placed conditions precedent (ones to be fulfilled before the project can be built), there must be a noticed public hearing in which abutters have a chance to review and comment on compliance with the conditions precedent and approval by the Planning Board before the approval is finalized. Approval of a site plan, subject to a condition(s) precedent, is conditional approval. It is not final approval. Site plans shall not be signed by the Planning Board until all conditions precedent have been met.

As provided in RSA 676:4, conditional approval becomes final without further hearing upon certification to the Planning Board by its designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions, provided:

1. The conditions are minor plan changes or conditions, compliance with which is administrative and does not involve discretionary judgment; or
 2. The conditions are in themselves administrative and which involve no discretionary judgment on the part of the Planning Board (such as compliance with road specifications), or
 3. The conditions pertain to the applicant's possession of permits and approvals granted by others or agencies (such as septic permit approval by the NH Department of Environmental Services or access approval from the NH Department of Transportation).
- M. Distribution of Final Approved Plans: Within 30 days of approval, the applicant shall provide a copy of the final site plan as approved by the Planning Board, including any revisions required by conditional approval by the Planning Board, to each applicable Town department and to any inspector as required by the Planning Board;

ARTICLE V
APPLICATION SUBMITTAL REQUIREMENTS
MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES

- A. Concept Site Plan Review: An applicant who wants to meet with the Planning Board to discuss a Concept Site Plan must submit an Application for Site Plan Review for Multi-Family & Non-Residential Uses (refer to Appendix E), a brief letter explaining the concept in general terms and a sketch of the proposal a minimum of 15 days before the date of the scheduled Planning Board meeting to review the Concept Site Plan.
- B. Preliminary Site Plan Review Application:
1. The applicant shall submit up to twenty-four (24) sets of the Preliminary Site Plan Review application and related materials to the Town Offices at least 15 days before the date of the scheduled Planning Board meeting to review the Preliminary Site Plan. Three (3) sets of the full-scale plans (24"x 36") and ten (10) sets of the reduced-scale plans (11"x17") are for review by the Planning Board, and up to eleven (11) sets of the full-scale plans (24"x 36") are for review by the departments and any outside agencies as directed by the Town Planner or other designee of the Planning Board. Refer to ARTICLE IV, F. Town Departments & Agencies Review and Meeting. At least 15 days before the date of the scheduled Planning Board meeting to review the Preliminary Site Plan, the applicant shall deliver the application with plans as noted above for the Planning Board and the sets of the application for all the applicable Town Departments as directed by the Town Planner, or other designee of the Planning Board, to the Town Offices, and deliver sets of the application to any applicable outside agencies, such as the NH Department of Transportation for access approval or to the New London/Springfield Water Precinct for public water service, as guided by the Town Planner or other designee of the Planning Board.
 2. An application for a Preliminary Site Plan Review shall include the information outlined below. The intent is to have preliminary plans and preliminary information provided at this stage of the review process. More detailed plans or information may be needed to resolve issues encountered on certain applications before proceeding to a Final Site Plan Review.
 - a. An application form completed and signed by the landowner or the landowner's authorized agent (refer to Appendix E) and the Multi-Family Residential & Non-Residential Uses Preliminary Site Plan Review Checklist of Application Requirements (refer to Appendix F);
 - b. A letter of authorization from the landowner for any agent to represent and sign for the landowner;
 - c. A list of Abutters within two hundred (200) feet of the property boundaries; any professionals assisting with preparing the application such as engineers, architects, land surveyors, or soil scientists; holders of conservation, preservation or agricultural preservation restrictions; and the applicant.

- d. Payment of the application fee based on the current Planning fee schedule;
- e. Present any written requests for waivers including the rationale for the waiver(s);
- f. Up to twenty-four (24) sets of the proposed Site Plan Maps, as provided in ARTICLE V, B., 1., above, drawn to the scale of 1"=20' or to a scale acceptable to the Planning Board, shall include the information listed below. In order to be able to read and understand the plans, separate sheets shall be provided for the information listed below.
 - 1. The estimated area of the site and the approximate distances and directions of the boundaries of the site;
 - 2. Name(s) of owner(s) of record;
 - 3. Abutting landowners located within two hundred (200) feet;
 - 4. A site location map, shown as an inset on the Site Plan map, which shall show the proposed Development in relation to major roads in the vicinity;
 - 5. North point, graphic scale, date of preparation and dates of any revisions;
 - 6. Zone Districts shall be shown, including their lines of demarcation on the proposed site plan;
 - 7. Name, address, and seal of person or firm preparing the map;
 - 8. A preliminary plan showing the shape, size, and location of existing and proposed Structures on the property; and within 200 feet of it, if required by the Planning Board;
 - 9. For all existing Structures on the site, photos shall be submitted depicting the Structures from all sides;
 - 10. For all proposed new Structures or additions, submit a description of the architectural style concept and the proposed exterior Building materials;
 - 11. Depiction of the general topography of the site and any areas with slopes between 15 through 25% and areas with slopes in excess of 25%;
 - 12. Direction of surface water flow shown with arrows on the plan;
 - 13. Any existing groundwater resources (aquifers) and any surface water resources including Streams, Wetlands, and lakes or ponds and any setbacks or protected buffers as prescribed in the Zoning Ordinance;
 - 14. Any major rock outcroppings and depth to ledge information as indicated by soil types;
 - 15. A preliminary plan showing existing and proposed Streets, driveways, Parking Spaces, and sidewalks with indication of direction of travel for one-way Streets or driveways. The width of Streets, driveways, and sidewalks, and the layout of Parking Spaces and facilities associated with any Structure on the site shall be shown;
 - 16. Wastewater treatment: for sites to be served by on-site wastewater treatment, show the layout of all components of the sewage disposal system, including

- septic tank(s), pumps, pump chambers, leach field and associated piping; for sites to be served by public sewer service, show the location and size of the public sewer line providing service and the location and size of the connecting private sewer service line; identify the plans for handling any grease or hazardous waste materials;
17. A preliminary plan showing Landscaped Open Space areas proposed for the site;
 18. Plans for domestic water supply: for sites supplied by precinct water, identify the location and size of the precinct water line providing service and the location and size of the connecting private water service line; for sites with on-site water supplies, identify the location of well(s) and water supply pipes;
 19. A preliminary fire protection plan: for sites supplied by precinct water, the location of any existing or proposed fire hydrant(s) to serve the site; for sites with on-site water supplies, the location of existing or proposed water supplies for firefighting purposes; any other fire protection plans as required by the Fire Department such as ingress/egress plans, sprinkler systems, fire alarm systems, etc.;
 20. Location of existing and proposed power, cable and telephone poles and lines;
 21. A preliminary plan for Outdoor Lighting including the proposed location, type and Height of fixtures and Lamps;
 22. A preliminary plan for proposed Signs to be located on the site, including location and sketches of Signs;
 23. A preliminary concept for managing surface water drainage generated by Development of the site;
 24. Preliminary plans for managing erosion and sediment during and after construction;
 25. A preliminary plan of the Right-of-Way and traveled surface of all fronting Streets;
 26. A preliminary snow storage plan;
 27. A preliminary plan for the permanent location of solid waste disposal facility including required screening and/or fencing;
 28. The location and dimensions of any outside area proposed to be Used for display or storage of merchandise or materials Used in the business, and any proposed plans for screening;
 29. An Executive Summary to include:
 - a. A statement of proposed hours and days of operation;
 - b. An estimate of the normal customer/business traffic including truck deliveries;
 - c. A description of the proposed Use(s) of the property and associated Buildings including type of Use for each Structure or part of a Structure;
 - d. The number of employees working at the site;

- e. Any unusual demand for a particular utility service;
 - f. Any other descriptive information which will clarify the proposal to the Planning Board.
30. For Major Site Plans or Major Site Plan Changes, the Planning Board, at its discretion, may require an Impact Study on municipal services or other studies of the proposed project, such as a traffic study, to be submitted with the Preliminary Site Plan Review.
- C. Final Site Plan Review Application:
- 1. The applicant shall submit up to twenty-four (24) sets of the Final Site Plan Review application and related materials to the Town Offices at least 15 days before the date of the scheduled Planning Board meeting to review the Final Site Plan. Three (3) sets of the full-scale plans (24"x 36") and ten (10) sets of the reduced-scale plans (11"x17") are for review by the Planning Board, and up to eleven (11) sets of the full-scale plans (24"x 36") are for review by the departments and any outside agencies as directed by the Town Planner or other designee of the Planning Board. Refer to ARTICLE IV, F. Town Departments & Agencies Review and Meeting. At least 15 days before the date of the scheduled Planning Board meeting to review the Final Site Plan, the applicant shall deliver the application with plans as noted above for the Planning Board and the sets of the application for all the applicable Town Departments as directed by the Town Planner, or other designee of the Planning Board, to the Town Offices, and deliver sets of the application to any applicable outside agencies, such as the NH Department of Transportation for access approval or to the New London/Springfield Water Precinct for public water service, as guided by the Town Planner or other designee of the Planning Board.
 - 2. A complete application for Final Site Plan Review shall include the following:
 - a. An application form completed and signed by the landowner or the landowner's authorized agent (refer to Appendix E) and the Multi-Family Residential & Non-Residential Uses Final Site Plan Review Checklist of Application Requirements (refer to Appendix G);
 - b. A letter of authorization from the landowner for any agent to represent and sign for the landowner;
 - c. A list of Abutters within two hundred (200) feet of the property boundaries; any professionals assisting with preparing the application such as engineers, architects, land surveyors, or soil scientists; holders of conservation, preservation or agricultural preservation restrictions; and the applicant.
 - d. Payment of the application fee based on the current Planning Board fee schedule;
 - e. Any request for a waiver needs to be in writing and include the rationale for granting the waiver request.
 - f. Up to twenty-four (24) sets of the proposed Site Plan Maps as provided in ARTICLE V, C.,1., above, drawn to the scale of 1"=20', or to a scale acceptable to the Planning Board. The following information shall be included:

Town of New London
Site Plan Review Regulations
As Amended December 1, 2015

1. The surveyed boundary lines of the area included in the site, including angles or bearings of lines, dimensions and the Lot area. The Planning Board requires a perimeter boundary survey by a licensed land surveyor;
2. A site location map, shown as an inset on the Site Plan map, which shall show the proposed Development in relation to major roads in the vicinity;
3. Name(s) of owner(s) of record;
4. Abutting landowners located within two hundred (200) feet;
5. North point, graphic scale, date of preparation and dates of any revisions;
6. Zone Districts shall be shown, including their lines of demarcation on the proposed site plan;
7. Name, address, and seal of person or firm preparing the map;
8. Shape, size, and location of existing and proposed Structures on the property; and within 200 feet of it if required by the Planning Board;
9. For all existing Structures on the site, photos shall be submitted depicting the Structures from all sides;
10. For all proposed new Structures or additions, conceptual Building plans shall be submitted including conceptual floor plan layouts and elevations;
11. Existing and proposed grades, drainage systems, Structures, and topographic contours at intervals not exceeding 2 feet; and extending a minimum of 200 feet beyond the site plan boundary if required by the Planning Board, and any areas with slopes between 15 through 25% and areas with slopes in excess of 25%;
12. Any existing groundwater resources (aquifers) and any surface water resources including Streams, Wetlands, and lakes or ponds;
13. Any major rock outcroppings and depth to ledge information as indicated by soil types;
14. Existing and proposed Streets, driveways, Parking Spaces, and sidewalks with indication of direction of travel for one-way Streets or driveways. The width of Streets, driveways, and sidewalks, and the layout of Parking Spaces and facilities associated with any Structure on the site shall be shown;
15. Wastewater treatment: for sites to be served by on-site wastewater treatment, show the layout of all components of the sewage disposal system, including septic tank(s), pumps, pump chambers, leach field and associated piping; for sites to be served by public sewer service, show the location and size of the public sewer line providing service and the location and size of the connecting private sewer service line; identify plans for handling any grease or hazardous waste materials;
16. Proposed landscaping plan including buffering plans along adjacent properties and public highways. The landscaping plan shall include details

of the type, size and location of plant species, including a mix of Trees, bushes, Shrubs, groundcover and grasses, to be planted;

17. Plans for domestic water supply: for sites supplied by precinct water, identify the location and size of the precinct water line providing service and the location and size of the connecting private water service line; for sites with on-site water supplies, identify the location of wells and water supply pipes;
18. Fire protection plans: for sites supplied by precinct water, the location of any existing or proposed fire hydrant(s) to serve the site and the associated water lines; for sites with on-site water supplies, the location of existing or proposed water supplies for firefighting purposes and their design including the design of the hook-up & pull-off area for the fire trucks; any other fire protection plans as required by the Fire Department such as ingress/egress plans, sprinkler systems, fire alarm systems, etc.;
19. Location of existing and proposed power, cable and telephone poles and lines;
20. Outdoor Lighting plan indicating a description, the location, Height, and the type of illuminating devices, Lamps, supports, reflectors, or other devices; Additionally, the description may include, but is not limited to, catalog cuts by manufacturers and drawings (including sections where required); and photometry data, such as that furnished by the manufacturers or similar showing the angle of cut off or light emissions;
21. Any proposed Signs to be located on the site, including location and elevations of the Signs and any proposed lighting of the Signs;
22. Drainage design showing location and size of existing and proposed drainage Structures including culverts, pipes, catch basins, manholes, ditches, holding basins, etc. This shall be supported by copies of the design computations based on a 25-year design frequency for all major culverts and brooks that affect any Town or State highway or abutting property;
23. Final plans for managing erosion from the site during and after construction;
24. Right-of-Way and traveled surface of all fronting Streets;
25. Snow storage plan shall be shown on the site plan in a combination of notes and/or maps;
26. Permanent location of solid waste disposal facility including required screening and/or fencing;
27. Location and dimensions of any outside area proposed to be Used for display or storage of merchandise or materials Used in the business, and any proposed plans for screening;
28. An Executive Summary to include:
 - a. A statement of proposed hours and days of operation;

- b. An estimate of the normal customer/business traffic including truck deliveries;
 - c. A description of the proposed Use(s) of the property and associated Buildings including type of Use for each Structure or part of a Structure;
 - d. The number of employees working at the site;
 - e. Any unusual demand for a particular utility service;
 - f. Any other descriptive information which will clarify the proposal to the Planning Board.
29. For Major Site Plans or Major Site Plan Changes, the Planning Board, at its discretion, may require an Impact Study on municipal services.
3. One copy of each of the following shall be submitted as applicable from the agencies identified or their successors:
- a. A copy of Special Exception and/or Variance approval by the Zoning Board of Adjustment, if required by the Zoning Ordinance;
 - b. Sewage disposal system: for sites served by Town sewer, approval from the New London Department of Public Works and approval from the Wastewater Engineering Bureau of the New Hampshire Department of Environmental Services.; for sites to be served by on-site wastewater systems; approval from the New Hampshire Department of Environmental Services;
 - c. Erosion Control Permit for alteration of terrain per RSA 485-A:17 from the New Hampshire Department of Environmental Services when over 100,000 sq. ft. of land is disturbed or 50,000 sq. ft. of disturbed land if next to State waters;
 - d. Public Water Supply Permit: Permit from the New Hampshire Department of Environmental Services for a public water supply serving over 15 Dwelling Units;
 - e. Wetlands Dredge & Fill permit from the Wetlands Bureau of the New Hampshire Department of Environmental Services; and
 - f. Access permit: for access from a state highway, submit a Driveway Permit from the New Hampshire Department of Transportation; for access from a Town road, submit a Driveway Permit from the Public Works Director.
4. The Planning Board may require such additional information as it deems necessary in order to evaluate the proposal in relation to the purposes and scope of these regulations.

**ARTICLE VI
 STANDARDS AND REQUIREMENTS FOR PROPOSED DEVELOPMENTS**

- A. Zoning and Other Requirements: The proposed Use, Building design and layout shall meet the provisions of the Zoning Ordinance, the Subdivision Regulations, and other regulations and ordinances of the Town, and shall be consistent with the goals, policies, and recommendations of the Master Plan and shall be in such size and character that it will be in harmony with the appropriate and orderly Development of the surrounding area.
- B. Site Characteristics: The Development shall conform to the extent appropriate to the natural topography of the site. Site clearing shall be kept to the minimum required for the construction of Buildings and improvements, taking into consideration the need for pedestrian and vehicular safety, the need for light and air, the need for views, and the goal of minimizing the adverse visual impact of the project. Natural cover shall be retained to supplement required landscaping to the extent possible and reasonable.
- C. Landscaped Open Space:
 - 1. General: Landscaped Open Space shall be provided which is in keeping with the character of the area where the site is located, the purpose of the Development, and the location of Buildings and improvements. The Planning Board feels that the quality of the proposed site Development is directly related to the extent of the landscaping effort expended particularly for commercial site Development. Indigenous plant materials are encouraged to be used.
 - 2. Landscaped Open Space Standards:
 - a. Perimeter Landscaped Open Space: Landscaped Open Space shall be provided on the perimeter of the site to buffer the boundary of the site along neighboring properties. Applicants are encouraged to retain and use the existing natural vegetation on the site to meet the Landscaped Open Space standards, as much as practical. Perimeter Landscaped Open Space shall be provided with minimum widths as detailed in Table 1, Perimeter Landscaped Open Space Standards:

Table 1: Perimeter Landscaped Open Space Standards

Zone District	Width of Perimeter Landscaped Open Space			
	Front	Rear	Side	Corner
Commercial – Structures	30	10	10	30
Commercial – Parking	10	10	10	10
Hospital Institutional	25	25	25	25
Institutional	25	Governed by the adjacent Residential District		
Residential Districts:				
R-1 Urban District with Water & Sewer	25	15	15	25
R-1 Urban District without Water & Sewer	25	15	Min.20 Agg. 50	25
R-2 Residential	25	15	Min. 20 Agg. 50	25
Agricultural & Rural Residential	50	25	25	50
Institutional/Recreational	25	25	25	25
Conservation	50	50	50	50
Forest Conservation	50	50	50	50

- b. Minimum Percentage of Landscaped Open Space: A minimum percentage of Landscaped Open Space shall be provided for sites based on the Zone District as detailed in Table 2, Minimum Percentage of Landscaped Open Space:

Table 2: Minimum Percentage of Landscaped Open Space

Zone District	Landscaped Open Space
Commercial/Institutional Districts:	
• Commercial	35%
• Hospital Institutional	45%
• Institutional	45%
Residential Districts:	
• R-1 Urban District with Water & Sewer	50%
• R-1 Urban District without Water & Sewer	50%
• R-2 Residential	50%
• Agricultural & Rural Residential	60%
Conservation/Recreation Districts:	
• Institutional/Recreational	80%
• Conservation	90%
• Forest Conservation	95%

3. Location of Landscaped Open Space: The Planning Board encourages the main emphasis of the landscaping effort be expended enhancing the “front door” image of the property as viewed from the adjacent public Streets and enhancing the image of the property as viewed from existing or potential neighboring residences.
4. Flexibility in Area and Location: The Planning Board recognizes that the reuse or redevelopment of existing Buildings inherently involves difficulty in complying with new standards when properties were originally developed under different and, in most cases, lesser standards.
- Therefore, the Planning Board will use its discretion in applying these standards to redeveloping sites with the goal of trying to maximize the amount of landscaped green space which can practically be obtained in these situations. New Development on currently vacant sites will be expected to meet the standards unless extenuating circumstances exist in the opinion of the Planning Board.
5. Using Landscaped Open Space Areas for Snow Storage: The accessible open portions of Landscaped Open Space areas may be used for snow storage if the Use of those areas for snow storage does not conflict with other site design perimeters such as drainage control and sight visibility.
6. Parking Area Landscaping: Parking lots in excess of ten spaces shall include landscaping to improve the appearance of the site, to provide shading of parking areas, break up the mass of parking areas, to facilitate pedestrian and traffic flow and safety. Suggested Guidelines: A minimum of one 2 1/2 inch caliper deciduous Tree shall be provided for

every ten Parking Spaces. Curbing or wheel stops shall be used to protect these landscaped islands.

- D. Multi-Family Structures, Recreational Areas: A Site Plan for Multi-Family Dwellings shall make adequate provision for on-site recreational Uses for the residents of the proposed Development. This will minimize the likelihood that public safety will be endangered by the extensive Use of internal roads and parking areas for recreation.
- E. Solid Waste Collection & Storage Areas: Waste collection facilities shall be provided on-site, Storage areas and waste collection areas shall be fenced or effectively screened by some other means from on-site and adjoining parking areas and from neighboring properties to the greatest extent possible. They shall be located in the rear or sides of the site and Structure, whenever feasible.
- F. Parking, Loading, and Safety:
1. Parking areas and access drives shall be paved. As a minimum, the base coat of paving must be completed before a Conditional Certificate of Occupancy Permit will be issued. The final coat of paving must be completed before a Permanent Certificate of Occupancy Permit will be issued. Refer to ARTICLE VII, E. Certificate of Occupancy Permit.
 2. There shall be adequate traffic access to and from Town and state Streets to insure the safety of vehicles, pedestrians, and bicycles;
 3. Access/egress points should be at least 100 feet away from another entrance on the street;
 4. Through traffic on fronting Streets shall not be significantly impeded or endangered by vehicles entering or leaving the site;
 5. Any access point shall provide a safe stopping sight distance. An access proposed onto a state highway shall comply with the driveway access standards of the New Hampshire Department of Transportation. An access proposed onto a Town road shall comply with the standards contained in the New London Driveway Regulations;
 6. The ingress/egress to a parking facility shall be clearly marked and said markings shall be maintained year around. One-way entrances shall be 13' to 15' wide and two-way, 24' to 28' wide. Access/egress curb cuts shall be aligned with on-site parking design;
 7. Adequate access to and partially or entirely around each Structure for fire, police, and medical emergency vehicles and personnel. Adequacy shall be established by the Planning Board following written input from the Town Fire and Police Chiefs;
 8. Provision shall be made for the safe accommodation of pedestrian traffic within and through the site and along fronting Streets in the vicinity of the Development;
 9. The plan for vehicular circulation, parking and loading shall ensure the safety of vehicles, pedestrians and bicyclists on or along the border of the site;

10. Loading, unloading and delivery facilities shall be provided off-Street: Loading Space shall be accessible when all designated vehicle Parking Spaces are occupied and visa versa;
 11. Necessary traffic controls (Signs, lights, etc.) will be installed;
 12. Application shall be made to the Board of Selectmen to lower the speed limit, where necessary. If it is a state highway, the Board of Selectmen may petition the New Hampshire Department of Transportation to lower the speed limit;
 13. The proposal shall conform to the Town's off-street parking regulations as shown in Appendix A which includes, in part, the number, dimensions and layout of required parking;
 14. No parking area in commercial zones shall be built or maintained within ten (10) feet of any boundary line of a residential zone, or within ten (10) feet of a Street line whenever the Street contains the boundary line of a residential zone located directly across the Street from any part of the site.
 15. The street(s) serving the site shall be of sufficient width and load-carrying capacity to accommodate existing and projected traffic;
 16. Driveway access points from commercial Uses shall have a minimum turning radius of fifty (50) feet;
- G. Water Drainage: The applicant shall provide written assurance from the Town Public Works Director and, if necessary, a consultant selected by the Planning Board, that provisions for handling surface and subsurface waters, storm drainage, and melting snow are adequate and will not adversely affect abutting properties or Town facilities. Drainage onto other properties shall not be increased to such an extent that such increase would impair the reasonable use of that property. If the site plan involves adding more than 2,500 square feet of additional impervious surface area, then the applicant shall comply with the requirements of the Stormwater & Erosion Control Design Standards and the Landscape Design Standards for Stormwater Treatment in the Land Subdivision regulations, as amended.
- The applicant's engineer shall determine the effect of a site plan on the existing drainage facilities outside of the area of the site ("off-site") and report the conclusions of this study to the Planning Board. Where the Planning Board anticipates that additional run-off incident to development of the site will overload an existing downstream drainage facility so that there will be damage to private property or an increase in the expenditure of public funds, the Planning Board shall not approve the site plan until adequate provision is made, at the applicant's expense, for all downstream drainage. The Planning Board would accept a drainage easement obtained by the applicant from downhill property owner if an increased storm water flow is expected over their property and the applicant submits a written undertaking to hold the Town harmless for any claims for damage resulting therefrom.
- H. Outdoor Lighting:

1. Purpose: The purpose of these regulations is to create standards so that Outdoor Lighting does not unreasonably interfere with the Use and enjoyment of property within New London. These regulations are intended to reduce the problems created by improperly designed and installed Outdoor Lighting. This section shall apply to lighting for non-residential Uses and Multi-Family Dwellings and is intended to eliminate problems with Glare, minimize Light Trespass, eliminate Obtrusive Light, protect the quality of New London's night sky and rural character, and conserve energy and resources while maintaining nighttime safety, security and productivity.
2. Control of Glare:
 - a. Lighting shall be designed to adequately illuminate the site, including parking areas, without causing Glare, or excessive Illumination on neighboring properties or Streets. Glare from vehicle headlights shall be mitigated through location and design of egresses, landscaping, and screening.
 - b. Any Luminaire with a Lamp or Lamps rated at a total of MORE than 1800 Lumens, and all Floodlights or spot Luminaires with a Lamp or Lamps rated at a total of more than 900 Lumens, shall be shielded so that no Direct light is projected above a horizontal plane passing through the lowest direct-light-emitting part of the Luminaire.
 - c. Any Luminaire with a Lamp or Lamps rated at a total of MORE than 1800 Lumens, and all Floodlights or spot Luminaires with a Lamp or Lamps rated at a total of more than 900 Lumens, shall be mounted at a Height equal to or less than the value $3 + (D/3)$, where D is the distance in feet to the nearest property boundary. The maximum Height of the Luminaire shall not exceed 25 feet.
3. Light Trespass & Glare: All Outdoor Lighting shall be designed, located, installed, shielded, directed and maintained in such a manner as to prevent objectionable Light Trespass and Glare across the property lines and or Disability Glare at any location on or off the property.
4. Parking Area Lighting:
 - a. All fixtures serving parking areas shall be full cut-off type fixtures; and
 - b. If the Planning Board and the applicant agree that a parking area is to be illuminated, then the minimum illumination shall not fall below 0.2 foot-candles, the uniformity ratio shall not exceed 4:1 and the minimum illumination level must not exceed the 0.2 foot-candle minimum by more than 0.1 foot-candle.
5. Sign Lighting: Lighting fixtures used to illuminate an outdoor advertising Sign shall be located above the objects illuminated, point downward, and shall be shielded so that the light source is not visible from the public ways and adjacent property.
6. Outdoor Lighting Hours & Security Lighting: Outdoor Lighting shall be turned off or reduced to security level lighting by 11 pm unless an activity being lighted extends beyond that time. Lighting of parking lots shall be either turned off or reduced to security

levels after the closing of business with an average horizontal illumination level on the ground not to exceed 1.0 foot-candle.

7. Exceptions:
 - a. Any Luminaire with a Lamp or Lamps rated at a total of 1800 Lumens or LESS, and all Floodlights or spot Luminaires with a Lamp or Lamps rated at a total of 900 Lumens or LESS, may be used without restriction to light distribution or mounting Height. However, if any spot or Floodlights rated 900 Lumens or LESS is aimed, directed, or focused so as to cause Direct light from the Luminaire to be directed toward residential Buildings on nearby land, or to create Glare perceptible to persons operating motor vehicles on public ways, the Luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions;
 - b. All temporary lighting required for construction projects, road construction and repair, installation of water and sewer facilities, and other public infrastructure;
 - c. All temporary emergency lighting including Spot Lights needed by police and fire departments or other emergency services, as well as all vehicular luminaries;
 - d. All hazard warning luminaries required by Federal regulatory agencies;
 - e. Luminaries used primarily for Sign Illumination may be mounted up to a maximum Height of 25 feet;
 - f. Holiday lighting;
 - g. Flag lighting is allowed so long as shielded or directional fixtures are used. Fixtures must be installed and aimed so as to minimize Glare, glow and light trespass;
 - h. Historic monuments and statues;
 - i. Municipal Street lighting; and
 - j. Photographic light flashes.
8. Temporary Outdoor Lighting: Any temporary Outdoor Lighting that conforms to these requirements shall be allowed.
9. Lighting for Recreational Facilities: Lighting of outdoor recreational facilities, public or private, such as, but not limited to, football fields, soccer fields, baseball fields, softball fields, tracks, tennis courts, or show areas, is permitted provided all of the following conditions are met:
 - a. All fixtures used for the event shall be Fully Shielded, or be designed or provided with sharp cut-off capability, so as to minimize up-light, spill-light, and Glare.

- b. All events shall be scheduled so as to complete all activity before or as near to 10:30 p.m. as practical, but under no circumstances shall illumination of the playing field, court or track, be permitted after 11:00 p.m. except to conclude a scheduled event that was in progress before 11:00 p.m. where circumstances prevented concluding before 11:00 p.m.
10. Lighting of Canopies for Gas Stations and Drive-thru Facilities: Light fixtures mounted on canopies shall be recessed or flush with the bottom surface (ceiling) of the canopy or shielded so that no Direct light is projected above a horizontal plane passing through the lowest direct-light-emitting part of the Luminaire. The sides (fascias) of the canopy shall not be illuminated. The area under the canopy shall be illuminated so that the minimum horizontal illuminance at grade level is 1.0 foot-candle and no more than 2.0 foot-candles. The uniformity ratio shall be no greater than 4:1, which yields an average illumination level of no more than 8 foot-candles.
11. Lamp and Fixture Substitution: Should the landowner desire to change any Outdoor Lighting fixture, or the type of light source therein, after a Building permit has been issued, a change request must be submitted to the Zoning Administrator for his approval together with adequate information to assure compliance with these regulations. The landowner may appeal any decision by the Zoning Administrator on Lamp or fixture substitution to the Planning Board.
12. Nonconforming Fixtures and Luminaires: All luminaries lawfully in place prior to the date of the adoption of these regulations shall be grandfathered and exempt from the provisions of these regulations, except for light sources that present a health and/or safety issue with respect to Glare on the public highways or nuisance as a result of off-site Illumination. However, any Luminaire that replaces a grandfathered Luminaire, or any grandfathered Luminaire that is moved, must meet these standards
13. Prohibited Lighting: Prohibited lighting includes:
 - a. Uplighting;
 - b. Laser Source light: The use of laser source of light or any similar high intensity light for outdoor advertising or entertainment, when projected above the horizontal is prohibited.
 - c. Spot lights, except as provided in Section H.7.d.;
 - d. Cutoff wall pack type fixtures;
 - e. Neon lighting;
 - f. Mercury vapor fixtures or Lamps; and
 - g. Any flickering or pulsing lights.
- I. Signs: The number, size and type of Sign(s) shall conform to the Sign regulations in the New London Zoning Ordinance, as amended.
- J. Snow Removal and Storage:
 1. Snow Storage Area: The site needs to provide adequate areas for on-site snow storage and/or off-site removal which are acceptable to the Planning Board. As a general rule, as

a minimum an area equal to twenty percent (20%) of the parking, aisle, and driveway areas will be needed for on-site snow storage.

2. On-Site Snow Storage Plan: The Planning Board will consider the following aspects in reviewing the adequacy of the on-site snow storage plan:
 - a. The areas Used for snow storage are areas which are practical to Use considering accessibility and topography;
 - b. These Snow Storage Areas are wide enough to function as snow storage sites with ten feet (10') generally being the narrowest width acceptable to the Planning Board;
 - c. The Use of these areas for snow storage will not adversely affect:
 1. Neighboring properties as a result of snow melt and subsequent runoff;
 2. The landscaping on-site or on neighboring properties;
 3. Traffic safety within the site;
 4. Safe sight distance at access(es) to and from the site; and
 5. Watershed resources.
 - d. These Snow Storage Areas shall not Use or block the Use of any required Parking Spaces, aisles or access drives.
3. Off-Site Removal: If the Planning Board determines the on-site snow storage plan is not adequate, then the applicant shall make provisions acceptable to the Planning Board for off-site removal and storage of the snow. If the snow is to be stored on a site in another community, then the applicant must comply with the standards of that community for the temporary storage of snow.

The applicant shall identify site(s) to be Used for off-site snow storage and demonstrate as part of the site plan review process that these snow storage site(s) will comply with the following snow storage standards:

- a. Snow Storage Areas are prohibited in wellhead protection areas;
- b. Snow Disposal Areas should be located near water resources, but a minimum of:
 1. 100 feet from the Ordinary High Water Mark of the Streams included in the New London Conservation Overlay District and a minimum of 50 feet from the Ordinary High Water Mark of all other Streams;
 2. 200 feet from prime Wetlands, 150 feet from Wetlands adjoining prime Wetlands, and 100 feet from all other significant Wetlands identified for

protection on the New London Streams and Wetlands Protection Map dated March 13, 2001;

3. 200 feet from the Normal High Water of lakes and ponds in the Shore Land Overlay District.
 - c. A silt fence or equivalent barrier shall be securely installed between the Snow Storage Areas and the Ordinary High Water Mark of Stream;
 - d. The Snow Storage Areas shall be located a minimum of:
 1. Seventy-five (75) feet of any private well;
 2. Two hundred (200) feet from any community well; and
 3. Four hundred (400) feet from any municipal well.
 - e. All debris in the Snow Storage Areas shall be cleared from the site prior to snow storage; and
 - f. All debris in the Snow Storage Areas shall be cleared from the site and properly disposed of no later than May 15 of each year the area is used for snow storage.
- K. Safety Standards Regarding Potential Snow Hazards: The Planning Board will examine the Site Plan to determine any danger related to the disposition or storage of snow. It shall be the developer's responsibility to eliminate snow hazards such as the potential of snow falling from roofs onto vehicles or pedestrians.
- L. Consideration for Adjacent Land: The proposed location and Height of Buildings or Structures, walls and fences, parking, loading, landscaping and snow removal shall be such that it will not interfere or discourage the appropriate Use of land adjacent to the proposed site or unreasonably affect its value.
- M. Harmonious Development: The proposed site Development shall provide for the harmonious and aesthetically pleasing Development of the site and the neighboring properties.
- N. Natural Resources: Provisions shall be made for the protection of natural features. No Stream, brook, river, Wetland, lake, pond, or aquifer shall be adversely affected. The proposed Development will not encroach on any of the setbacks or buffers along lakes and ponds, Streams and Wetlands as outlined in the Zoning Ordinance.
- O. Undesirable Features: The site Development shall not generate or create undesirable and preventable elements of pollution such as noise, smoke, soot, particulates or other discharge into the environment which might prove harmful to persons, Structures, or adjacent properties or be in violation of State or Federal laws.
- P. Sediment & Erosion Control: The applicant shall demonstrate adequate provisions for controlling erosion from the site for any proposed changes to the site and preventing sediment from adversely impacting water resources or downstream property owners. If the site plan involves adding more than 2,500 square feet of additional impervious surface area, then the applicant shall comply with

the requirements of the Stormwater & Erosion Control Design Standards and the Landscape Design Standards for Stormwater Treatment in the Land Subdivision regulations, as amended.

- Q. Fire Protection: The Planning Board may require adequate fire protection measures to ensure safe access to and around Buildings and sites for fire fighting purposes after recommendations by the Fire Chief. For sites served with water from the New London/Springfield Water Precinct, the water lines and fire hydrants shall be designed and constructed to comply with the specifications of the Precinct. For sites served by an on-site water supply, the amount, location and specifications for an adequate on-site water supply for fire fighting shall be determined by the Planning Board after a recommendation from the Fire Department. If a cistern is required to be installed by the Planning Board, it shall comply with the cistern specifications of the New London Fire Department. All Buildings shall be required to comply with state and local fire codes.
- R. Noise:
1. Obnoxious Use Provision: Uses shall comply with the Obnoxious Use provision in ARTICLE II General Provisions of the Zoning Ordinance that says: "Any Use that may be obnoxious or injurious by reason of production or emission of odor, dust, smoke, refuse matter, fumes, noise, vibration or similar conditions, including Junk yards, or that is dangerous to the comfort, peace, enjoyment, health or safety of the community or lends to its disturbance or annoyance is prohibited."
 2. Construction Site Noise and Hours: No construction activities shall begin until 7:00 AM. This includes starting and idling Heavy Vehicles or Equipment and construction activities generating outside noise such as nail guns and jack hammers. Outside construction activities shall stop at or before 6:00 PM. The Planning Board may further limit outside construction site noise as a condition of site plan review approval.
- S. Screening Heavy Vehicles and Equipment: Heavy Vehicles and Equipment permitted to be stored outdoors in the Commercial District shall be screened from view from the road and any abutting residences.
- T. Outside Display or Storage of Merchandise and Materials used in the Business: Any outside areas Used for the display or storage of merchandise or materials used in the business shall not conflict with sidewalks, parking, drainage, landscaping, Open Space requirements, and sight distance and intersections. Depending on the location, the Planning Board may require screening from all or particular perspectives.

ARTICLE VII
POST-APPROVAL REQUIREMENTS
MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES

- A. Security: The Planning Board requires security before any work commences for all site work related to constructing the Site Plan as approved by the Planning Board.
1. The amount of security shall be determined by the Planning Board and shall be sufficient to cover the costs of the improvements and the estimated cost of inflation over the projected term of the security not to exceed 10% per year. The applicant must file with the Planning Board a detailed estimate of the costs of the improvements together with and supporting data. The Planning Board may require additional estimates of the costs of the improvements from such sources as a registered engineer or contractor chosen by the Planning Board. The cost of the additional estimates shall be borne by the applicant. The Planning Board will seek comment from applicable Town departments, such as Public Works and Fire, on the adequacy of the cost estimate for the improvements.
 2. Form: An irrevocable letter of credit is the preferred form of security. A suggested form for an irrevocable letter of credit is attached as Appendix H. Irrevocable letters of credit with language differing from the suggested form or alternative forms of security must be approved by the Planning Board and may require consultation with Town Counsel at the Planning Board's discretion.

Where a surety bond is provided as security, it shall be issued by a Surety Company authorized to do business in the State of New Hampshire and shall be approved as to form and sureties by Town Counsel of the Town of New London.
 3. Release of Security: Some of the security may be released with the issuance of a Conditional Certificate of Occupancy Permit if the portion of the improvements covered by that security has been completed, and all of the security may be released after completion of all the required site improvements with the issuance of a Permanent Certificate of Occupancy Permit as provided in Section E. below.
- B. Inspections: The Planning Board may require inspection services for site plans. The cost of the inspection services shall be borne by the applicant. The inspection services may be provided by Town personnel or an outside consultant or consulting civil engineering firm of the Planning Board's choice. If the Planning Board requires inspection services as a condition of final site plan approval, then the applicant shall establish and fund an escrow account with the Town Finance Officer for the inspection services. The applicant shall maintain a positive balance in the escrow account at all times during construction to cover the expenses for inspection services or be subject to a "Stop Work" order by the Board of Selectmen or its designee or such other enforcement measures deemed appropriate. Any remaining balance in the escrow account after issuance of a Permanent Certificate of Occupancy Permit pursuant to Article VII, Section E, below, shall be refunded to the applicant.
- C. Period to Complete Site Improvements: The applicant shall construct and complete all required site improvements before a Permanent Certificate of Occupancy Permit can be issued as per ARTICLE VII, Section E.2.b.. The maximum time limit for completion of site improvements is 2

years from the date of the Planning Board approval of the Site Plan. The Planning Board may extend the time for a period not to exceed an additional 6 months. Further extensions may be made by the Planning Board, but only after a public hearing with notice to abutters.

D. Adherence to Approved Site Plan: After the Planning Board's approval of a Site Plan, it shall be the landowner's responsibility to ensure that construction and site Development does not deviate from the approved Site Plan. Any proposed changes to the approved Site Plan shall be presented to the Board of Selectmen or its designee for review. The Board of Selectmen or its designee shall determine if the change is minor or major and shall report such changes to the Planning Board. Minor changes may be approved by the Board of Selectmen or its designee. Major changes shall require the submission of an amended final site plan review application and approval by the Planning Board before construction can proceed on the basis of major changes.

1. Minor Changes: Minor changes, by way of illustration, may include but are not limited to minor Building or site adjustments due to unusual conditions encountered on-site during construction or an improvement in design such as greater setbacks, additional storm drainage facilities or more Landscaped Open Space.
2. Major Changes: Major changes, by way of illustration, may include, but are not limited to major Building or site adjustments which as a result would render the site plan in non-compliance with one or more requirements of the Town, which result in either the movement of drainage facilities, utility line(s) or access(es), which create the potential of adversely affecting an abutting property as a result of the change or which otherwise may be contrary to the Purpose and Scope of these regulations.
3. Stop Work Order: Failure of the property owner to obtain the Planning Board's review of other than minor changes in the approved site plan shall cause the Board of Selectmen to issue a "stop work" order on its own motion or at the request of the Planning Board or the Board of Selectmen or its designee detailing the reasons therefore and such other enforcement measures deemed appropriate and necessary to ensure compliance with these regulations. A stop work order shall include a provision giving the property owner ten (10) business days to request in writing a hearing before the Board of Selectmen on the term and conditions of said stop work order. Said hearing shall occur within ten (10) business days of receipt of said requests. Dates of notice and/or hearing shall not be counted in the above time periods. This provision does not change or amend either party's rights of enforcement or appeal pursuant to RSA 676:15-17-b.

E. Certificate of Occupancy Permit:

1. Certificate of Occupancy Permit Process: No site may be occupied or Used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Board of Selectmen or its designee. An application for a Conditional or Permanent Certificate of Occupancy Permit must be submitted to the Board of Selectmen or its designee a minimum of two weeks in advance of the date desired for permit issuance. Upon receipt of the application, the Board of Selectmen or its designee will request each pertinent Town department to inspect the site as needed and review the site and Building Development for conformance with these regulations and the Site Plan approved by the Planning Board. A Certificate of Occupancy Permit shall not be issued until any remaining issues have been satisfactorily resolved with the pertinent Town departments

demonstrating compliance with these regulations and the site plan approved by the Planning Board.

2. Types of Certificate of Occupancy Permits:

A. Conditional Certificate of Occupancy Permit: A Conditional Certificate of Occupancy Permit may be issued by the Board of Selectmen or its designee if:

1. The uncompleted items for the site and or Building(s) are non-safety-related;
2. There is good cause shown for why the remaining improvements cannot be completed before occupancy;
3. All of the site and Building improvements completed to date comply with these regulations and the Site Plan approved by the Planning Board; and
4. Security is withheld in an amount to cover the cost of the remaining improvements plus inflation over the period of the security.

B. Permanent Certificate of Occupancy Permit: A Permanent Certificate of Occupancy Permit may be issued by the Board of Selectmen or its designee after the site improvements have been inspected by the pertinent Town departments and those departments have determined that site and Building improvements have been completed in accordance with the Site Plan approved by the Planning Board and these regulations. After issuance of a Permanent Certificate of Occupancy Permit pursuant to this ARTICLE, the remaining balance in any escrow account held by the Town for inspection services or any security held by the Town for completion of the site improvements shall be refunded to the applicant.

F. Four Year Exemption: Every site plan approved by the Planning Board shall be exempt from all subsequent changes in site plan review regulations, Subdivision Regulations, Impact Fee ordinances and zoning ordinances adopted by the Town, except those regulations and ordinances which expressly protect public health standards such as water quality and sewage treatment requirements, for a period of four years after the date of approval, provided, however, that once substantial completion of the improvements as shown on the site plan have occurred in compliance with the approved site plan, or the terms of said approval, the rights of the owner or his successor in interest shall vest and no subsequent changes in the site plan review regulations, Subdivision regulations, Impact Fee ordinance or zoning ordinance shall operate to affect such improvements. Refer to RSA 674:39 for additional guidance.

ARTICLE VIII
GENERAL & ADMINISTRATIVE

- A. Compliance with Other Regulations: The Site Plan Review procedure shall in no way relieve an applicant from compliance with the New London Zoning Ordinance, the Subdivision Regulations, or any other regulation or by-law which pertains to the proposed Development. No Site Plan shall be approved unless such plan complies with all applicable local ordinances and regulations.
- B. Procedure when Special Exception or Variance Approval by the Zoning Board of Adjustment is Required: When a Special Exception or Variance is required by the Zoning Ordinance, the applicant needs to be referred to the Zoning Board of Adjustment by the Planning Board, if a Site Plan Review is required. A Special Exception does not need a referral from the Planning Board. The applicant shall first obtain the Special Exception or Variance before applying to the Planning Board for Final Site Plan approval. Applicants for Major Site Plans or Major Site Plan Changes shall apply and receive a decision on a Preliminary Site Plan Review by the Planning Board before seeking a Special Exception or Variance from the Zoning Board of Adjustment. Applicants for Minor Site Plans or Minor Site Plan Changes will be referred to the Zoning Board of Adjustment by the Planning Board at the conclusion of the Conceptual Site Plan Review meeting with the Planning Board. Any conditions imposed by the Zoning Board of Adjustment shall take precedence over the requirements contained in these Regulations, although additional conditions may be required by the Planning Board as a part of the Site Plan approval.
- C. Procedure when Subdivision Approval is Required: When both Subdivision and Site Plan approvals are required on a proposed Development, the Planning Board may hold the Final Site Plan Review hearing concurrently with the hearing required for the final plan by the Subdivision Regulations.
- D. Professional Review(s): The Planning Board must determine whether it needs professional review of the final application by a consultant(s) of the Planning Board's choice. Additional fees may be imposed upon the applicant by the Planning Board during the review process to ascertain compliance, to cover fees and disbursement for consultants to the Planning Board including, but not limited to, engineers, surveyors, lawyers, environmental consultants, Wetland scientists, and community planners. If the Planning Board determines the need for professional review(s) of an application, then the applicant shall establish an escrow account with the Town Finance Officer for the professional review. The applicant shall maintain a positive balance in the escrow account at all times or the Planning Board will suspend further consideration of the application until the escrow account has a positive balance. Any balance remaining in the escrow account after the Planning Board has made a decision on the final Site Plan Review application and the professionals have been reimbursed in full shall be refunded to the applicant.
- E. Interpretation: In matters of interpretation of these Regulations, the opinion of the Planning Board shall prevail.
- F. Validity of Overlapping Regulations: Whenever the regulations governing site plan review differ from those prescribed by any statute, ordinance, or other regulations, that provision which imposes the greater restriction or the higher standard shall govern, to the extent not contrary to state law.

- G. Separability: If any provision in these Regulations shall be held to be invalid for any reason by any court, such holding shall not invalidate in any manner any other provisions contained herein.
- H. Amendments: These Regulations may be amended by a majority vote of the Planning Board following the requirements of RSA 675:6.
- I. Waiver of Requirements: Upon request of the applicant, the Planning Board may waive compliance with any part of these Regulations. All requests for waivers shall be made in writing by the applicant with supporting technical documentation and arguments to support the request. Any waiver request shall cite the specific article of these regulations that is requested to be waived. The Planning Board may grant the waiver only if it determines:
1. That the request for the waiver arises out of unique physical conditions of which exist on the site; and
 2. That the literal compliance with the regulations shall cause the applicant an unnecessary hardship. (An unnecessary hardship is one where there is no public benefit which offsets the private detriment); and
 3. The granting of the waiver shall not be contrary to the scope and purpose of these Regulations; and
 4. That the public good shall not be adversely affected.
- J. Appeals: A Planning Board's decision on how to interpret the Zoning Ordinance during the site plan review process is an administrative decision appealable to the Zoning Board of Adjustment. Any person aggrieved by a decision of the Planning Board concerning a decision on a site plan application may appeal to the Superior Court as provided in RSA 677:15.
- K. Enforcement:
- These regulations shall be enforced by the provisions of the following statutes, as amended:
1. RSA 676:15 Injunctive Relief;
 2. RSA 676:16 Penalties for Transferring Lots in Unapproved Subdivisions;
 3. RSA 676:17 Fines and Penalties;
 4. RSA 676:17-a Cease and Desist Orders; and
 5. RSA 676:17-b Local Land Use Citations; Pleas by Mail.

ARTICLE IX
PLANNING BOARD ADOPTION

These Site Plan Review Regulations were revised by majority vote of the New London Planning Board following a public hearing conducted December 2015.

_____	_____
_____	_____
_____	_____
_____	_____

ARTICLE X
CERTIFICATION & FILING WITH THE TOWN CLERK

As the New London Town Clerk, I certify this to be a true copy of the New London Site Plan Review Regulations as amended by the New London Planning Board following a public hearing conducted by the Planning Board December 2015.

APPENDIX A
OFF-STREET PARKING REGULATIONS

A. Standards for the Minimum Number of Off-Street Parking Spaces by Land Use Type: The following table outlines the minimum parking standards by Land Use type.

Land Use	Unit	Minimum Standard Spaces
Assembly (Auditorium, Theatre, Place of Worship/Church, Art Galleries, Restaurant, Bar, Banquet Hall, Funeral Home)	Seat/Occupant	0.3
Business (Banks, Barbers/Hair Salon/Beauty, Tanning, Massage, Medical/Dental/Veterinary, Dry Cleaning/Laundromat and Professional services such as Accountants, Architects, CPA, Real Estate, Travel Agency, etc.)	1,000 GSF *	4.0
Factory/Industrial (Cabinet/Furniture/Wood Products, Machine Shop, Printing, Textiles/Upholstering)	Employee	0.5
Mercantile – Retail Sales (Apparel/Clothing, Convenience/Drug Store, Markets, Specialty Shops)	1,000 GSF *	4.0
Mercantile – Showroom (Interior Design/Showroom, Carpet/Tile/Furniture sales)	1,000 GSF *	1.25
Residential (Multi-Family Dwellings)	Unit	2.0
Residential – Hotel/Motel	Bed/Unit	1.25
Residential- B & B	Unit	1.0 (plus 2 for owner)

The following Land Use parking requirements are by review by the Planning Board:

Agricultural/Landscape uses with sales operation, Kennels/Stables, Automotive Repair/Sales/Rental, Shopping Center, School/College/University, Athletic Fields, Community/Senior Center, Amusement/Arcade, Sports Club/Health Spa, Private Club, Hospital and Assisted Living/Extended Care Nursing/Convalescent Facilities.

** GSF = Gross Square Foot, the Floor Area which is measured around the exterior of the Building and/or the centerline of any shared wall(s) between an adjacent use.*

Pre-existing non-conforming Commercial Zone sites are not required to meet above requirements unless new construction or a change of use is proposed that increases parking occupancy load.

B. Stall Dimensions - Normal and Small Cars: Normal vehicles require a rectangular space of at least 9 ft. by 20 ft.; small vehicles, 8 ft. by 18 ft. Small vehicles may not exceed 30% of the total Parking Spaces.

C. Parking Lot and Aisle Dimensions & Parking Angle:

Parking Angle	45	45	45	60	60	60	70	70	70	90	90	90
Stall Width	8'	9'	10'	8'	9'	10'	8'	9'	10'	8'	9'	10'
Aisle Width	12'	12'	11'	15'	16'	15'	19'	23'	21'	22'	26'	24'

Typical parking lot layouts are shown on Appendix B.

D. Cross Aisle Widths: Cross aisles and circulation drives through parking lots where vehicles backup shall be a minimum of 12' wide for one-way circulation and a minimum of 22' wide for two-way circulation. Refer to C. above for aisle widths with varying parking stall angle and stall width.

E. Parallel Parking: Normal vehicles require a rectangular space of at least 9' by 24'; small vehicles require a space 8' by at least 21'.

F. Off-Site Parking: Off-site parking may be permitted by the Planning Board under extenuating circumstances. Such off-site parking must either be owned by the applicant or the applicant must obtain a long term lease with a minimum term of twenty years. If off-site parking is to be leased, the number of leased Parking Spaces shall not exceed 10% of the total number of Parking Spaces required for the Use(s). The applicant must demonstrate to the satisfaction of the Planning Board that any leased parking is extra parking for the sending site based on the parking requirements for the existing mix of land Uses on the sending site. As a guideline, off-site parking shall be located within a reasonable distance to the site in question and generally be located no more than 500 feet as measured along the Street(s) from the site in question. Additional, the applicant needs to demonstrate to the satisfaction of the Planning Board that safe pedestrian access between the off-site parking and the site in question there exists or will be provided as part of the site plan off-site improvements.

G. Seasonal Outdoor Seating: Any seasonal outdoor seating, such as picnic tables or Adirondack chairs, must be approved by the Planning Board. Unless there is extra parking available beyond satisfying the parking requirements, adding any seasonal outdoor seating must be accompanied by a corresponding decrease in the number of seats inside until the outdoor seats are removed for the season.

H. Setbacks and Landscaping: The setbacks for parking and the perimeter landscaping requirements are outlined in Table 3:

Table 3: Setbacks & Perimeter Landscaped Open Space Standards

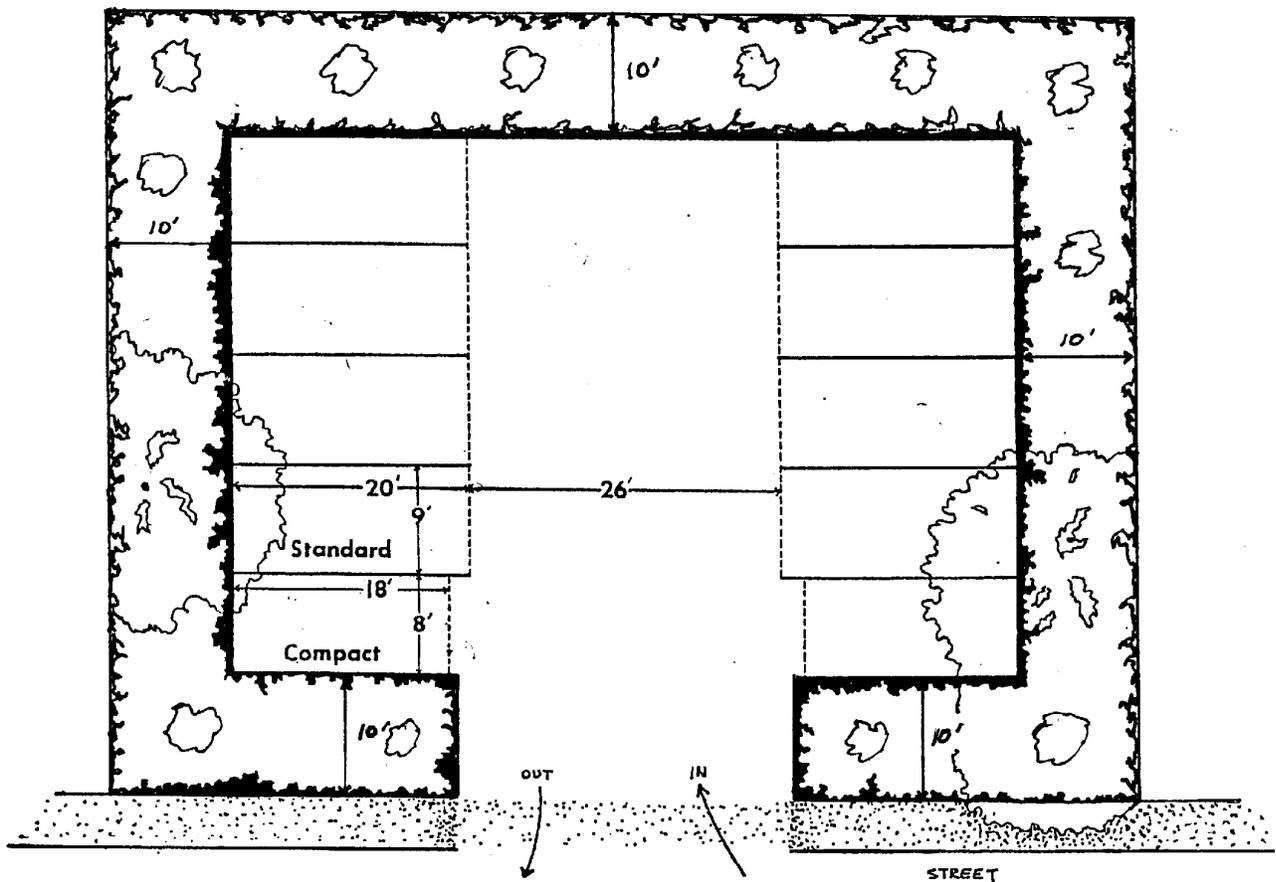
Zone District	Width of Perimeter Landscaped Open Space			
	Front	Rear	Side	Corner
Commercial – Structures	30	10	10	30
Commercial – Parking	10	10	10	10
Hospital Institutional	25	25	25	25
Institutional	25	Governed by the adjacent Residential District		
Residential Districts:				
R-1 Urban District with Water & Sewer	25	15	15	25
R-1 Urban District without Water & Sewer	25	15	Min. 20 Agg. 50	25
R-2 Residential	25	15	Min. 20 Agg. 50	25
Agricultural & Rural Residential	50	25	25	50
Institutional/Recreational	25	25	25	25
Conservation	50	50	50	50
Forest Conservation	50	50	50	50

- I. Handicapped Parking The applicant is responsible for ensuring the project complies, as a minimum, with the applicable handicapped parking provisions, including the number and layout of Parking Spaces, required by the Americans with Disabilities Act (ADA).

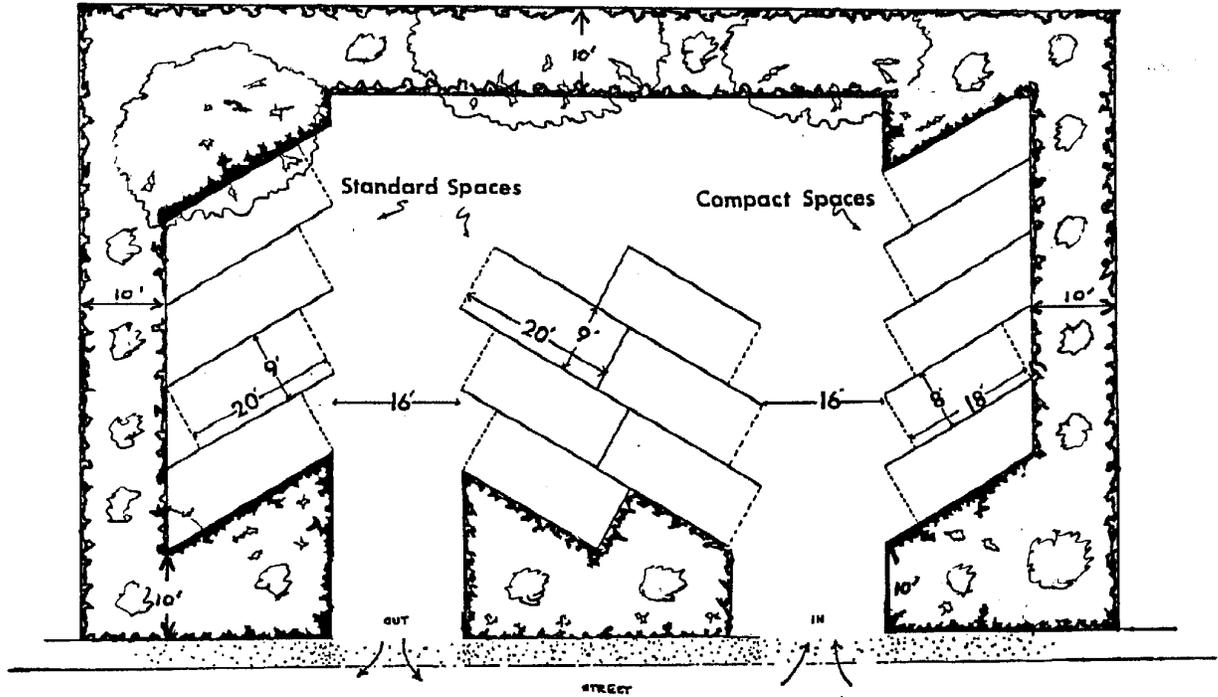
APPENDIX B: TYPICAL PARKING & LANDSCAPING LAYOUTS

Appendix B shows typical parking lot layouts in the Commercial District as an example.

APPENDIX B
TYPICAL PARKING & LANDSCAPING LAYOUTS
COMMERCIAL DISTRICT



Parking Angle: 90 Degrees
Stall Width: 9' x 20' & 8' x 18'
Aisle Width: 26'



Parking Angle: 60 Degrees
Stall Width: 9' x 20' & 8' x 18'
Aisle Width: 16'

APPENDIX C
APPLICATION FOR SITE PLAN REVIEW – HOME BUSINESS

PLANNING BOARD
NEW LONDON, NH

DATE APPLICATION FILED: _____

APPLICATION FOR:

- _____ Phase I: Concept Site Plan Review
- _____ Phase II: Preliminary Site Plan Review
- _____ Phase III: Final Site Plan Review

NAME OF APPLICANT: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ FAX: _____

NAME OF PROPERTY OWNER: _____
(If other than applicant)

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ FAX: _____

LOCATION OF PROPERTY: _____

TAX MAP/Lot: ___ - ___ - ___ ZONE DISTRICT: _____

DESCRIPTION OF HOME BUSINESS USE(S) OF BUILDINGS & LAND:

WATER SERVICE: _____New London/Springfield Water Precinct _____On-site Water Well

Other: _____

SEWER SERVICE: _____New London Wastewater _____On-site Septic System

ROAD(S) PROVIDING ACCESS: Town Road _____

State Highway _____

CERTIFICATION BY APPLICANT

I certify that this Site Plan Review Application, including the supporting plan and documents, has been completed in accordance with the Site Plan Review Regulations of the Town of New London.

Town of New London
Site Plan Review Regulations
As Amended December 1, 2015

I certify that this Site Plan Review Application, including the supporting plan and documents, complies with the criteria for a Home Business as provided in the Home Business section of ARTICLE II of the Zoning Ordinance, unless a specific variance has been applied for and granted by the Zoning Board of Adjustment.

I certify that I will continue to comply with the criteria for a Home Business as provided in the Home Business section of ARTICLE II of the Zoning Ordinance on an on-going basis.

Further, I understand and agree that if my home business changes such that it affects one or more of the criteria for a Home Business as provided in the Home Business section of ARTICLE II of the Zoning Ordinance that I will contact the Planning Board, or its designee, to see if a new application for an amended Site Plan Review is required.

In making this application, I agree to permit the members of the Planning Board and its agents to enter upon the subject property for the purpose of inspecting the property for the application.

DATE: _____

SIGNATURE OF PROPERTY OWNER

SIGNATURE OF AGENT FOR PROPERTY OWNER
(Need letter of authorization from property owner)

APPENDIX D
 HOME BUSINESS CHECKLIST of APPLICATION REQUIREMENTS
 for SITE PLAN REVIEW

#	Application Requirement	Submitted	Not Applicable	Waived by PB
A	Application Form			
B	Letter of Authorization			
C	Abutters List			
D	Payment of Fee			
E	Waiver Requests in Writing			
F	Executive Summary to include:			
	1 Description of the proposed Home Business			
	2 Floor area & percentage of total floor area occupied by Home Business			
	3 Days & hours of operation			
	4 Number of non-resident employees & subcontractors using site as base of operations			
	5 Normal customer/business traffic			
	6 Any unusual demand for utility service			
	7 Provisions for fire protection			
	8 Any other descriptive information on the proposed Home Business			
G	Site Plan drawn at a scale of 1" = 20' to include:			
	1 Site Location Map			
	2 Site Plan of property showing boundaries & approximate size of the area			
	3 Names & addresses of owners or applicants			
	4 North point, graphic scale, date of preparation & revisions, name of person preparing the Site Plan			
	5 Zone District(s)			
	6 Location & dimensions of existing & proposed structures, parking areas, driveways, and landscaped open areas on the property			
	7 Location of water line & water service line, or on-site well serving the property			
	8 Location of sewer line & sewer service line, or on-site septic system serving the property			
	9 Location & dimensions of existing or proposed on-site parking			
	10 Any plans for screening any site features			
	11 Any plans for adding landscaped open space			
	12 Any plans for outdoor lighting			
	13 Location, elevation & dimension of any proposed sign for the Home Business			
H	Any required State permits			
I	Department Review by Fire Chief & Public Works Director			
J	Additional information required by the Planning Board			

Town of New London
Site Plan Review Regulations
As Amended December 1, 2015

NOTE #1: The numbering on this checklist corresponds with the numbering in the Site Plan Review Regulations for a Home Business.

NOTE #2: The SPR Regulations must be consulted for the details of the items contained in the checklist.

APPENDIX E
APPLICATION FOR SITE PLAN REVIEW
MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES

PLANNING BOARD
NEW LONDON, NH

DATE APPLICATION FILED: _____

APPLICATION FOR:

- Phase I: Concept Site Plan Review
- Phase II: Preliminary Site Plan Review
- Phase III: Final Site Plan Review

NAME OF APPLICANT: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ FAX: _____

NAME OF PROPERTY OWNER: _____
(If other than applicant)

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ FAX: _____

LOCATION OF PROPERTY: _____

TAX MAP/Lot: ___ - ___ - ___ ZONE DISTRICT: _____

DESCRIPTION OF USE(S) OF BUILDINGS & LAND: _____

WATER SERVICE: New London/Springfield Water Precinct On-site Water Well

Other: _____

SEWER SERVICE: New London Wastewater On-site Septic System

ROAD(S) PROVIDING ACCESS: Town Road _____

State Highway _____

The Zoning Administrator or Land Use Coordinator can assist applicants to identify whether the following natural resource areas will be affected and in which sub-watershed the property is located.

SHORELAND OR SHORELAND BUFFER IMPACTED? Yes No

WETLAND OR WETLAND BUFFER IMPACTED? Yes No

STEEP SLOPE AREA IMPACTED? Yes No

PROTECTED STREAM(S) OR STREAM BUFFER(S) IMPACTED? Yes No

LOCATED OVER AN AQUIFER? Yes No

CURRENT USE:

Does the proposed Site Plan affect land held in Current Use? Yes No

CONSERVATION EASEMENT:

Does the Site Plan affect land held in a Conservation Easement? Yes No

SURFACE WATER B SUB-WATERSHED:

<input type="checkbox"/>	Pleasant Lake - Blackwater River	<input type="checkbox"/>	Lake Sunapee
<input type="checkbox"/>	Little Lake Sunapee/Murray Pond	<input type="checkbox"/>	Lyon Brook/Kezar Lake
<input type="checkbox"/>	Goose Hole Pond	<input type="checkbox"/>	Messer Pond/Clark Pond/Kezar Lake
<input type="checkbox"/>	Otter Pond		

CERTIFICATION BY APPLICANT

I certify that this Site Plan Review Application, including the supporting plan and documents, has been completed in accordance with the Site Plan Review Regulations of the Town of New London.

I certify that this Site Plan Review Application, including the supporting plan and documents, complies with the standards specified in the New London Site Plan Review Regulations, unless a specific waiver has been applied for and granted by the Planning Board.

I certify that I will continue to comply with the standards specified in the New London Site Plan Review Regulations on an on-going basis.

I understand and agree that if I propose to change the use or layout of the site from the approved site plan that I will contact the Planning Board, or its designee, to see if a new application for an amended Site Plan Review is required.

I agree to obtain all the subsequent Town permits needed for this Site Plan Review Application including the required Certificate of Occupancy Permit before the property can be used.

Further, I agree to comply with all required inspections during construction and to pay for all required inspection services.

In making this application, I agree to permit the members of the Planning Board and its agents to enter upon the subject property for the purpose of inspecting the property for the application.

DATE: _____

SIGNATURE OF PROPERTY OWNER

SIGNATURE OF AGENT FOR PROPERTY OWNER

(Need letter of authorization from property owner)

APPENDIX F: MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES PRELIMINARY
 SITE PLAN REVIEW CHECKLIST of APPLICATION REQUIREMENTS

#	Application Requirement	Submitted	Not Applicable	Waived by PB
2.a	Application Form			
2.b	Letter of Authorization			
2.c	Abutters List			
2.d	Application Fee			
2.e	Waiver Requests in Writing			
2.f	Site Plan Maps - # as directed by Town Planner			
1	Estimated area & distances & directions of boundaries			
2	Name(s) of owner(s) of record			
3	Abutters list			
4	Site location map			
5	North point, graphic scale, date of preparation & revisions			
6	Zone District(s) lines of demarcation			
7	Name, address & seal of person or firm preparing plans			
8	Preliminary plan of existing & proposed structures			
9	Existing structures - photos from all sides			
10	Proposed structures - architectural style concept & exterior for all proposed buildings & additions building materials			
11	General topography & steep slope areas			
12	Direction of flow of surface water			
13	Groundwater & surface water resources			
14	Rock outcroppings & depth to ledge			
15	Preliminary plan for streets, driveways, parking & sidewalks			
16	Preliminary wastewater treatment plans			
17	Preliminary landscaping plan			
18	Preliminary plans for domestic water supply			
19	Preliminary fire protection plan			
20	Existing & preliminary proposed utility plan			
21	Preliminary outdoor lighting plan			
22	Preliminary sign plan			
23	Preliminary plan for managing surface water drainage			
24	Prelim. erosion & sediment control plan during & after construction			
25	Prelim. plan of the ROW & traveled surface of fronting streets			
26	Preliminary snow storage plan			
27	Preliminary plan for solid waste disposal facility			
28	Prelim. plan for outdoor storage/display of materials/merchandise			
29	Executive Summary to include:			
	a Hours & days of operation			
	b Estimate of normal business traffic			
	c Description of proposed use(s)			
	d Number of employees			
	e Any unusual demand for utility service			

Town of New London
 Site Plan Review Regulations
 As Amended December 1, 2015

	f	Additional information to clarify proposal			
30		Special impact studies required by PB			

NOTE #1: The numbering of this checklist corresponds with the numbering in the Site Plan Review Regulations for a Preliminary Site Plan Review Application.

NOTE #2: The SPR Regulations must be consulted for the details of the items contained in this checklist.

APPENDIX G - MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES
 FINAL SITE PLAN REVIEW CHECKLIST of APPLICATION REQUIREMENTS

#	Application Requirement	Submitted	Not Applicable	Waived by PB
2.a	Application Form			
2.b	Letter of Authorization			
2.c	Abutters List			
2.d	Application Fee			
2.e	Waiver Requests in Writing			
2.f	Site Plan Maps - # as directed by Town Planner			
1	Boundary survey & lot area			
2	Site location map			
3	Name(s) of owner(s) of record			
4	Abutting landowners within 200 feet of the property line			
5	North point, graphic scale, date of preparation & revisions			
6	Zone District(s) lines of demarcation			
7	Name, address & seal of person or firm preparing plans			
8	Shape, size & location of existing & proposed structures			
9	Existing structures – photos from all sides			
10	Proposed structures - conceptual floor plans & elevations			
11	Topography at 2' intervals & steep slope areas existing & proposed grades & drainage systems			
12	Groundwater & surface water resources			
13	Rock outcroppings & depth to ledge			
14	Final plan for streets, driveways, parking spaces, & sidewalks			
15	Final wastewater treatment plans			
16	Final landscaping plan			
17	Final plans for domestic water supply			
18	Final fire protection plan			
19	Existing & final proposed utility plan			
20	Final outdoor lighting plan			
21	Final sign plan			
22	Final plan for managing surface water drainage			
23	Final erosion & sediment control plan during & after construction			
24	Final plan of the ROW & traveled surface of all fronting streets			
25	Final snow storage plan			
26	Final plan for solid waste disposal facility			
27	Final plan for outdoor storage/display of materials/merchandise			
28	Executive summary			
	a Hours & days of operation			
	b Estimate of normal business traffic			
	c Description of proposed use(s)			
	d Number of employees			
	e Any unusual demand for utility service			
	f Additional information to clarify proposal			
30	Special impact studies required by PB			

Town of New London
Site Plan Review Regulations
As Amended December 1, 2015

NOTE #1: The numbering of this checklist corresponds with the numbering in the Site Plan Review Regulations for a Final Site Plan Review Application.

NOTE #2: The Site Plan Review Regulations need to be consulted for the details of the items contained in this checklist.

APPENDIX H
SUGGESTED FORM OF ACCEPTABLE IRREVOCABLE LETTER OF CREDIT

Board of Selectmen
Town of New London
New London Town Offices
375 Main Street
New London, N.H. 03257

Dear Town Officials:

RE: _____ Site Plan

By this document, the _____ Bank (hereinafter "issuer") hereby issues an irrevocable letter of credit in the amount of \$_____ to the Town of New London on behalf of _____ (hereinafter "developer"). This irrevocable letter of credit is issued to guaranty completion of all improvements required by the New London Planning Board and the Town of New London Site Plan Review Regulations in conjunction with a site plan entitled "_____", dated _____, prepared by _____, and approved by the New London Planning Board on _____.

It is understood that the improvements guaranteed by this irrevocable letter of credit include but are not limited to the following:

- 1.
- 2.
- 3.

It is agreed and understood by the issuer of this letter of credit that it shall be issued for a period of _____ months. If all improvements guaranteed by this letter of credit are not completed by _____ (date) and if an Certificate of Occupancy Permit indicating completion of all improvements has not been issued by the Town of New London Board of Selectmen, then this letter of credit shall be automatically considered to have been called and without further action by the Town of New London or its Board of Selectmen, the _____ Bank shall forward a check in the amount of \$_____ to the Treasurer of the Town of New London. The funds so forwarded to the Town Treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this letter of credit. Any funds not needed by the Town to complete improvements required by the site plan referred to above shall be returned to the _____ Bank.

(Signature of Bank Official)

Date: _____

I have read this letter of credit and agree to its terms.

(Signature of Developer)